

CENTRAL SERVICES COST ALLOCATION PLAN

General Services Administration - Administration Division

Nature and Extent of Services

The General Services Administration is responsible for providing support services necessary for the continued operation of the County government including: fleet, materials, facility and insurance management; facility design, construction and maintenance; real estate acquisition; and lease negotiation and management. The Administration Division is responsible for the overall direction and support of each division and unit.

Costs incurred by GSA - Administration Division have been properly offset by those revenues collected for services provided. Costs incurred by GSA - Administration Division have been distributed to all benefitting GSA divisions and units on the basis of actual number of employees.